



All sites

Telephone: 07980641115

All aspects of site carpentry

Site address:	All sites	Document created	18/07/26
Location of works	All sites	Document created by	James Harris
Start date	17/07/26	Document approved	18/07/26
End date	17/07/27	Document approved by	James Harris

1. Description of work

Covering all aspects of site carpentry and affecting factors including tools/equipment used, weather conditions, training etc

2. Sequence of events

2.1 Pre commencement of work check

• Prior to work commencing

- Ensure that any operatives involved in the task have received the site induction from foreman
- Site foreman will ensure site/scaffold is safe to commence work
- Signs and barriers erected to prevent unauthorised access if necessary
- Ensure the operatives involved in the task are aware of all emergency procedures and the location of the muster point.
- Ensure all relevant PPE has been issued and is being worn correctly.
- Ensure all relevant risk assessments are read, understood and signed.

2.2 Prefabricated timber frame building construction

- All timber has been pre-cut and fabricated into panel wall sections for delivery to site in segregated and identified packs.
- Packs are to be unloaded from the wagon using a telehandler or mobile crane operated by a competent person holding appropriate plant operator certification.
- Packs to be loaded out to a designated storage area close to the build area.
- The pre-constructed base slab is to be prepared by clearing all debris, checking dimensions and setting out markers for datum points in compliance with working plans.
- Specified DPM is to be rolled out over the cavity walls
- A mobile crane and driver will be used to lift panels into position taking instruction from a competent banksman.
- Sole plate timbers are to be positioned and timber panels positioned working from a designated corner, the panel framework secured by nailing to secure. Temporary support may be required to prevent premature collapse of the structure until it can be braced as specification.

- Continue the exterior frame construction to complete the ground floor level structure, having set out door ways and window apertures.
- Internal partition walls will be similarly constructed where load bearing support is required to progress the build.
- An independent scaffold is to be constructed by competent scaffold team to enable safe access to height for erection of the first floor level.
- Lifts will be constructed to ensure safe access to all levels up to and including eaves and gables.
- Internal access using mobile aluminium tower scaffold may be necessary to erect the roof timbers, dependent on structure design arrangement.
- First floor joists are to be installed and a temporary boarded floor installed to allow access to height whilst preventing potential fall to ground level. The stair well void will be guarded by temporary timber barrier.
- Exterior walls are to be clad with exterior weather protection membrane as specification.
- The first floor level exterior wall timbers will be erected in similar sequence as ground floor.
- Exterior wall panels are to be covered with weatherproof breather membrane as specified.
- All equipment / tools are to be removed from site.
- All waste is to be deposited to designated waste skip

2.3 Green oak framing

-
- Timber unloaded using a telehandler or mobile crane operated by a competent person holding appropriate plant operator certification.
- Timber loaded out to a designated storage area close to the build area.
- Check dimensions and setting out in compliance with working plans.
- Cut/house relevant timber in compliance with working plans. Only competent persons to use chain mortiser used for mortices
- A mobile crane and driver/genie lift will be used to lift timbers into position if required
- Timbers checked for level/plumb
- Joints scribed to get flush/tight
- All mortice and tenon joints drilled and pegged
- All equipment / tools are to be removed from site.
- All waste is to be deposited to designated waste skip

2.4 Joists/Flooring

Floor joists:

- Measure and cut joists to required lengths
- Fit at 400 ctrs and trim out if/as per drawings using joist hangers where required
- Check for level/flat
- Fit solid bridge noggins at centre of span
- Lay temporary platform for use as a work area or lay weather protective safe deck boards as per drawings

- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

Chipboard flooring:

- Check joists for discrepancies/snots
- Lay flooring adjacent to joist direction using polyurethane glue and screws leaving 15mm expansion gap against all walls/edges
- Clean work area's periodically throughout the works to avoid slips/falls
- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

2.5 Cut roof construction**Installing roof**

- Scaffold to be erected around the perimeter of the property by competent installers.
- Timber loaded safely using forklift if required
- Roof plates checked for level and parallel then fitted.
- Dependant on roof design -Ceiling collars/joists, rafters, hips, valleys, dormers cut and fitted safely in accordance with drawing/specification. Where required 2 people to handle long/awkward lengths for ease and safety.
- Unused material stacked safely or to be removed safely from the roof.

2.6 Truss roof installation**Installing roof**

- Scaffold to be erected around the perimeter of the property by competent installers.
- Trusses to be delivered by lorry and under the direction of a banksman and guided to the loading area.
- The mobile crane will be guided into the lifting position by the banksman
- Crane hire company will raise trusses as per their lift plan.
- The first truss will be positioned, braced and secured to the wall plate. Where required 2 people to handle long/awkward lengths for ease and safety.
- The remaining trusses will also be lifted into position and temporarily braced back to the first truss.
- Bracing running lengthwise will be fixed to the trusses, ceiling ties, and struts in accordance with truss drawings.
- The trusses will then be fixed to the walls and gables.
- Any hips, valleys, gables, dormers built in accordance with drawings. Where required 2 people to handle long/awkward lengths for ease and safety.
- Unused material stacked safely or to be removed safely from the roof.

2.7 Flat roof construction**Installing roof**

- Scaffold to be erected around the perimeter of the property by competent installers.
- Timber loaded safely using forklift if required

- Roof plates checked for level and parallel then fitted.
- Dependant on roof design -flat roof joists cut and fitted safely in accordance with drawing/specification. Where required 2 people to handle long/awkward lengths for ease and safety.
- Fittings, insulation, ply all fitted in accordance with drawing/specification. Where required 2 people to handle long/awkward lengths for ease and safety.
- Unused material stacked safely or to be removed safely from the roof.

2.8 Fascia and Soffit

- Cut rafter feet desired distance from brickwork, check for straight. Where required 2 people to handle long/awkward lengths for ease and safety.
- Cut and fit fascia boards to rafter feet/barge boards. Check for level
- Cut and Fit new soffit to slot into rear channel of fascia and secure with batten to hold in place.
- Fit corner and joint trims progressively.
- Check for quality of finish.
- Remove all tools, waste and surplus fittings to ground level.

2.9 Installation of timber external cladding

Installation of cladding:

- Entire area to be clad to be covered with breathable membrane
- A treated timber sub-frame of vertical or horizontal battens then fitted
- Install external/internal corner posts, reveals and rip to form kick to bottom course
- Install cladding as per manufacturers recommendation and in compliance with specification and arrangement as drawing
- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

2.10 First Fix Carpentry

Studwork:

- Mark out partition positions in compliance with plan detail.
- Mark out position of doors, openings, glazed units etc
- Position timber sole plates and fix to floor with proprietary fixings.
- Set laser line to ceiling, position and fix head plates.
- Cut to length and position timber studs at 400 mm ctrs and nail / screw into plates.
- Set out any internal window frame locations by modifying openings to suit plan
- Cut and fit noggins between studs.
- Cut and fit noggins for mounting pattress boxes and radiator mountings etc.

- Position and fix plasterboard to one side of all partitions.
- Plasterboard to be measured and cut with sharp knife, broken and internal bend cut to enable end of run to be fixed.
- Install mineral fibre insulation prior to fitting plasterboard to other side
- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

Internal door linings:

- Make up lining
- Test fit the lining and cut down if necessary to get correct head height in relation to floor build up
- Pack/wedge lining in place with equal overhang on either side of wall.
- Drill and screw fix with wall plugs or frame fixings, check for plumb and head for level
- Test for plumb/level and wind
- Cut off wedges and foam
- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

Window boards:

- Measure opening and cut window board to relevant size
- Pack/wedge level
- Drill and screw fix with wall plugs or frame fixings, check for level
- Cut off wedges and foam
- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

Staircases:

- Ensure staircase in position ready for fitting
- Cut top strings/newels over trimmer joists to hold stairs in position
- Fix through strings into the wall to secure stairs using screws
- Glue and fit all treads, winders, risers, newels, hand rails, base rails as per drawing
- Fit spindles with equal spacing (no greater than 100mm gaps)
- Check stairs for strength and fully test before handover
- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

Windows/External doors

- Ensure damp proof membrane is in position
- Test fit the frame and plane down if necessary

- Fit the frame, test for plumb/level and wind
- Pack/wedge frame in place in preparation for fixing and check for plumb
- Drill and screw fix with wall plugs or frame fixings
- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

2.11 Second Fix Carpentry

Internal/External doors:

- Dry test the door in lining and mark where planing is needed
- Cut/plane door to size, allow a clearance
- Wedge the door in place and mark out the hinges and lock position
- Chop out and fit the hinges to the frame either by hand or router
- Chop out the door hinges by hand or router
- Hang the door and check for plumb and correct clearance
- Drill & chop out latch/lock and fit
- Fit the handles
- Mark out lining and fit the striking plate
- Test the door for correct operation
- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

Architrave:

- Measure the lengths of architrave required
- Cut to size with a mitre using the chop saw and glue mitres
- Fix the architrave to the door frame using second fix nail gun
- Check mitre joints ensure mitre is flush
- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

Skirting boards:

- Measure the length of skirting required
- Check to ensure lengths are not bowed or twisted
- Dry test fit and cut/plane to size if required
- Fix to the wall by nail gun/screw & plug or instant grip adhesive as required
- Cut scribed joint or mitred joint as required
- Check all joints and fixings

2.12 Kitchen units and worktops

- Check all units for sign of damage
- Fit new pre assembled unit carcasses as per drawings.
- Ensure the units and carcasses are level and plumb
- Secure to walls using appropriate proprietary fixings
- Prepare new work tops, measure and cut to length. Identify and mark positions for cut outs for sink and hob locations,
- Mark out openings from templates provided and cut out
- Jointed work tops must be cut using mitre jig and router to ensure square joints
- Joints to be sealed and clamped from underside prior to final positioning
- Worktops to be secured to top of carcasses using screws from underside of frames.
- Mark out and drill doors and drawer fronts for handles, fit and secure handles
- Fit new unit doors/drawer fronts and adjust to ensure correct alignment
- Prepare and fit all integrated appliances, pull outs, fillers, cornices, plinths, pelmets etc.
- Large/awkward items to be tandem lifted
- Clear all tools and waste from area and remove to designated waste skip for disposal
-

2.13 Finished timber flooring - floating/stuck down

- Check subfloor for suitability I.E. No damp/Level.
- Unload all materials and check batch/colour numbers match client requirements.
- Decide on the direction of the flooring to be laid.
- Measure and undercut all door frames for clearance of flooring and underlay.
- Lay recommended underlay (if floating floor)
- Always ensure adequate ventilation during the works.
- Clean work area's periodically throughout the works.
- Measure and mark out the floor
- If gluing down spread glue on floor/back of flooring
- Working from Left to Right commence laying flooring.
- Ensure all edges of flooring are fitted under all door frames and 12mm gap round all edges to walls
- Fit Expansion joint trim if needed (Check on Manufacturer's recommendation).
- Clean flooring and check for any faults, rectify if needed.
- Remove all debris to designated waste disposal area
- Ensure area is left safe before leaving site

2.14 Steel-work beam installation

Fitting steel beams:

- Installation of beams to be done by competent persons only

Whilst working at height all working at height/heavy load policies must be followed

- All materials will be transported from the storage area with the use of a Fork Lift supplied by the Main Contractor.
- All tools and access equipment are then to be located to the working area and a perimeter exclusion zone is set to stop others from entering the work area if necessary
- Details are to be taken from as approved drawings. and steels installed safely using lifting equipment if required
- With all items required in place, operatives will check the installation for dimension/level and packing shims inserted where required.
- All tools, access equipment, and any work debris are then to be removed from the work area.

3. Equipment register

Item	Used for	Special requirements
Power tools	Carpentry tasks	
Scaffold tower/bandstand/hop ups	working at height	
Genie lifting equipment	Lifting of heavy materials	
Hand tools	Carpentry tasks	

4. Safety precautions**4.1 Personal protective equipment (PPE)**

Ear Muffs EN 352-1



General Personal Eye Protection EN166



General Protective Clothing EN 340



Half or quarter masks EN 140:1998



High visibility warning clothing EN 471



Industrial Safety
Helmet EN397



Protection against rain
EN 343



Safety footwear for
Professional Use EN
ISO 20345 (Class 2 SB,
S4, S5)

4.2 Safety responsibilities

Name	Responsibility
All operatives	Communicating with 3rd Parties, Equipment Maintenance, Investigating Incidents, Inspection, Risk Assessments, Communicating with Contractors

4.3 Safety procedures

4.3.1 Discovery of risks not identified

If employees, subcontractors, representatives encounter works, materials or processes which are not covered in the RAMS and other relevant documentation then works are to stop immediately and contact manager/supervisor for renewal of documents with new risks identified and controls.

4.3.2 General Safety

Pre start/induction:

Risk assessments will be carried out/read for all tasks which will be discussed, any queries or concerns will be raised with the main contractor who will ensure it is dealt with.

Operatives will be inducted on site in order to understand the hazards present on site and the tasks that are to take place.

Operatives be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades.

All operatives will follow all site rules and safety procedures.

Accidents Reporting and First Aid:

Employees and representatives will report all accidents at the earliest opportunity in accordance with procedures.

The main contractor will have a named Person/First aider in case of an accident.

All accidents will be fully investigated.

Welfare Arrangements:

The Client is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors.

Staff and contractors are responsible for ensuring that these welfare facilities are maintained in a clean manner.

Manual Handling:

All staff and contractors have been instructed on the potential dangers of manual handling and have received manual handling training. Staff and contractors will not lift items of tools or equipment beyond their capabilities. Heavy or awkward items will be broken down into smaller units or dual lifted where this is not possible. It is the responsibility of the Site Supervisor to identify and control potentially dangerous manual handling situations as they occur on site on a day to day basis.

Work Equipment:

Machine tools will only be operated by competent and trained persons. Machine tools will be isolated when not in use and under no circumstances will they be left unattended. All machine tools that are not hardwired will be PAT tested on an annual basis and visually inspected on a daily basis by the competent person. Any tools found to be damaged will be removed from the site immediately until a repair or replacement can be effected. Where possible battery operated tools will be used. All powered tools will be 110v, transformers will be 240v.

Work at Height:

The site foreman will be responsible for identifying where control measures are required. All staff are aware of the dangers of working from ladders/step ladders/tower scaffolds/bandstands/hop ups and have been instructed and received training on their safe use.

Only competent members of staff will be allowed to work from ladders/step ladders/tower scaffolds/bandstands/hop ups and it is the responsibility of the site foreman to ensure conditions are safe before allowing any ladder work to take place.

All operatives will carry out a risk assessment prior to work at height and put in place equipment and measures to prevent falls occurring.

All equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately.

Scaffolding:

Scaffold, where required, will be provided and erected by an approved contractor; the site foreman will ensure a handover certificate is received from the contractor prior to allowing access to the scaffold.

During the works access to the scaffold will be via ladder which will be tied off at the top, ladders will be removed or boarded off at the end of each shift to prevent unauthorised access.

Inspections shall be carried out before the scaffold is put into use for the first time and also after any event that has affected stability or at a period not exceeding 7 days.

Any alterations to scaffolding shall be made by the approved contractor only

No one shall be allowed access to the scaffold if inspection finds any fault

Ladders:

Ladders will only be used as an access to scaffold or for carrying out light work of short duration.

The ladder will be placed at an angle of 1:4, on a clean level, dry and firm footing.

The ladder will not be placed against fragile surfaces such as plastic guttering.

The ladder will extend at least 1m above area of work to a maximum of 2m.

Ladders must be tied and or footed.

Ladders must be set at a ratio of 1 metre out at the base for every 4 metres in height.

Ladders will be removed or boarded off at the end of each shift to prevent unauthorised access, damaged or unsuitable ladders will be removed from site immediately. Ladders must be stored in such a way that they cannot be damaged by other objects or by the elements.

Any ladder spanning more than 3000 mm will require use of a stabiliser. Splitting extending ladders will render the upper sections as non-compliant if used without a stabiliser.

Tower scaffolds:

To prevent the use of incorrectly erected or damaged mobile access towers, they must be inspected by a competent person. This is someone with the experience, knowledge to enable them to identify any risks that are present and decide upon the measures required to control any risks.

When erecting tower scaffolds:

Do not exceed the safe height-to-base ratio shown in the instruction manual – towers should never be erected to a height not recommended by the manufacturer

Do not use the platform as a support for ladders, trestles or other access equipment

Do not overload the working platform

Do not climb up the rungs on the end frames of the tower to reach the platform unless the rungs have been specifically designed for

this purpose – these rungs should have a spacing of 230-330mm and an anti-slip surface

When moving a mobile tower:

Reduce the height to a maximum of 4m

Check that there are no power lines or overhead obstructions

Check that the ground is firm, level and free from potholes

Never move the tower whilst there are people or materials on there

Precautions to take when towers are used in public places:

Erect barriers at ground level to prevent people from walking into the tower or work area

Minimise the storage of equipment and materials on the work platform

Remove or board over access ladders to prevent unauthorised access if the tower is to remain unattended e.g. overnight

Use of Power/hand tools:

Power/hand tools will only be used by competent persons and whose responsibility it is to use in a safe manner

Apprentices will be allowed to operate Power/hand tools if under the direct supervision of a competent person.

Power tools will be isolated when not in use.

All power tools will be PAT tested on at least an annual basis and visually inspected on a daily basis by a competent person.

Any tools found to be damaged will be removed from site immediately until a repair or replacement can be effected.

Fire Action:

Fire actions and assembly point will be as explained at the Site Induction.

Personal Protective equipment:

Personal protective equipment provided and worn, in accordance with risk assessments.

- Safety boots (at all times).
- Dust mask (whilst drilling into masonry and carrying out wood sanding operations).
- Gloves (whilst handling equipment).
- Goggles (whilst drilling).
- Safety helmet (as per the site rules).
- Ear defenders (whilst drilling).
- Hi-visibility jackets (as per the site rules)

Cleaning/Housekeeping :

Cleaning will take place throughout the works to maintain good housekeeping. A full clean will take place on completion of the works prior to leaving site.

Control of wood dust:

All operatives are aware of the risks and where necessary will wear suitable face fit dust masks to prevent exposure.

Training and Competence:

All operatives are trained for the job they are employed to do. If they are unsure of any tasks they will ask their superior/the main contractor.

Asbestos awareness training has been provided to all operatives. If they are unsure they will ask their superior/the main contractor.

Hazard and Near-Miss Reporting:

All operatives are aware of hazard spotting procedure. Any identified hazard to be remedied through discussion with the superior/main contractor

5. Further information

5.1 Related risk assessments

CCRA01 Use of hand and power tools

CCRA02 Working at height

CCRA03 General Site Safety

5.2 Facilities affected by works

All operatives

5.3 Foreseeable adverse affects and controls

Potential of injury or death if guidelines not strictly followed

5.4 Monitoring systems

Consistent communications between operatives/management/main contractor to ensure all parties are aware of works being carried out and risks involved. Any concerns to be raised and dealt with immediately

6. Supporting documentation